

Assessment Committee
August 11, 2010

Present: Penny Long, Janet Tulley, Sharon Weldon, Wendi Whitman
Absent: Allison Anson, Anjie Almeda

Discussion items

- 1) Welcome & introduction for Janet Tulley
- 2) Approve minutes from last meeting (4/29/10). [Wendi will submit to the AAAC web site.](#)
- 3) Cancelled meeting- May 13 and did not meet during summer.
- 4) Membership updates- Lisa Walter was invited to join the Assessment Committee on May 2. She responded on 6/15 that she wants to discuss her involvement with her chair before committing.
- 5) AAAC updates- Janet. [AAAC is anxiously awaiting an update on our progress.](#)
- 6) Address the questions & concerns from the "test" as well as those items committee members responded
 - a. Gather updates from guidance/assistance from the University Assessment Office on next steps of procedure
 - b. [Discussed feedback presented by the students and committee members.](#)
- 7) Retool a time line for distribution to student body. Timeline projections for initial and follow up surveys.
 - a. Instrument is built. [DONE!](#)
 - b. Further information gathering from students. [DONE!](#)
 - c. Incorporate revisions to survey (1-2 days) - [Here is where we left off!](#)
 - d. Request approval from AAAC to send completed survey to advisor listserv. (1-2 days)
 - e. Share the completed survey with ISU-ADV listserv prior to disseminating to students. (Email)
 - f. Send to students & collect responses (10-14 days)
- 8) Revised timeline of activities
 - a. [Identify email addresses](#)
 - b. [Revise survey instrument with University Assessment Office](#)
 - c. [Launch survey on September 2 \(in conjunction with Festival ISU\)](#)
 - d. [UAO- Reminder email sent on 9/6 as students are returning to campus from Labor Day weekend.](#)
 - e. [UAO- A second and final reminder sent on 9/13](#)
 - f. [Survey will close on 9/17](#)
 - g. [University Assessment Office will remove any identifying information prior to submitting report/details to the Assessment Committee.](#)
- 9) Wendi will report updates of the Assessment Committee at Fall Advisor Day.
- 10) Discuss the assistance of SGA for promotion of survey – David Marquis. [Committee would welcome the willingness to assist with publicity of the survey and encouragement of students to complete this when the email invitation is received.](#)

- 11) Establish a fall meeting schedule- so be sure to bring your calendars!
Common availability was collected for the present members. Wendi will check with the absent members and finalize a meeting time.
- 12) To do for next meeting:
 - a. Wendi will revamp the terminology of the survey. To be completed by 8/12.
 - b. Wendi will draft the email inviting students to respond for review at the next committee meeting. To be completed by 8/12.
 - c. Committee members will send their initial reactions to Wendi prior to the meeting on 8/17
 - d. Penny will begin working on the “promotional” flier to provide SGA, which will be handed out at Festival ISU.
- 13) Next meeting: August 17 at 11am, Fell 312.